

Iowa Eligibility Application
Direct Certification
hawk-1
Verification Overview:
Focus on Sharing, Wiavers
and Miscellaneous

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Information Sharing between CNPs

- ▶ One application for all CNPs
- ▶ Information about a child's eligibility status may be shared between Child Nutrition Programs without specific waiver from household
- ▶ If the receiving LEA gets a copy of the application, it must be checked for accuracy and corrected if in error. If they receive a letter or list, they are not responsible for errors.

How is information shared?



- ▶ Copy of the appl
- ▶ Confirm benefits of children whose names are on a inquiry list from requesting CNP program

Requesting CNP must be specific about the children they want to have checked

What Can I Disclose?


- ▶ Children's free and reduced price meal eligibility information to programs, activities and individuals that are specifically authorized access under the NSLA. See page 53 of the eligibility manual for specifics

Other Uses of Information

- ▶ Information provided by families is to be used only for determining free or reduced eligibility.
- ▶ If disclosing eligibility for any other reason, must notify households of this potential disclosure.
- ▶ In some cases, must seek permission to disclose the information.

Waivers of Confidentiality

- ▶ Usually used for fee waivers
- ▶ MUST be specific services or activities
 - “cultural activities” or “afterschool activities” are not specific
 - “book fee waiver” is specific



Driver's ed fees may be included in fees waived

Fee waivers

- ▶ REQUIRED that parent or guardian gives specific permission to release information if waivers are based on free or reduced status

► This year, waiver space has been added to back of application

Instructions: Enter the amount of income from private business operations, rental real estate, royalties, partnerships, S corporations, trusts, etc., and farm income in Part 3 of the application.

The least income possible is zero (no income).

Income from private business operations is to be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Use the lines from the 1040 that are identified.

Line 12 - Business income or (loss)	\$ _____
Line 13 - Capital gain or (loss)	\$ _____
Line 14 - Other gains or (losses)	\$ _____
Line 17 - Rental real estate, royalties, partnerships, S corporations, trusts, etc.	\$ _____
Line 18 - Farm income or (loss)	\$ _____
Total	\$ _____
Total + 12 =	_____

Enter amount in the "All Other Income Last Month" column in Part 3 on the front of the Iowa Eligibility Application. **The least income possible is zero (no income).**

This is voluntary. Schools are not required to use the box for their waivers. A sample waiver language has been provided. If the school uses the box, the school is responsible for using the correct language.

Parents decline benefits...and want the fee waiver

- ▶ Waiver cannot be based on free/reduced eligibility if benefits were waived
- ▶ Local decision about other eligibility criteria

Rarely happens but may with electronic direct certification

Penalties for Improper Disclosure

- ▶ Fine of not more than \$1 000 or imprisonment of not more than one year or both.



Carryover of Eligibility

- ▶ Based on last year's eligibility
- ▶ First 30 operating days of school (may not be shortened)
- ▶ Siblings may be added to some applications. They may not be added to the direct certification lists or to paper direct certification letters
- ▶ Carry over starts the 1st day of school
- ▶ New eligibility determinations supersede the carryover eligibility

New KG or pK kids may be granted 30 day carryover IF their names were on the application from last year.

Year-Round Application Availability

- ▶ Households may apply or re-apply at any time of the year.
- ▶ Parents may want to report income changes. LEAs should inform them that this is not required. Once approved, their benefits can continue all year.



Benefits continue all year for ALL children except those who are temporarily approved.

Updating Changes

- ▶ Note change (transfer, benefit level etc.)
- ▶ Write the date of the change
- ▶ Implement the change by updating roster or computer information
- ▶ Within 10 working days if you decrease benefits and within 3 working days if you increase benefits

Record Retention

- ▶ All applications, including denied and inactive must be kept on file for a minimum of three years + current.
- ▶ For unresolved audits the papers must be kept until resolved or three years whichever is longer.
- ▶ If maintained at a central location, must be retrievable by school.

Web Addresses

- ▶ DE website:

<http://www.iowa.gov/educate/>

Click on Nutrition on the left

- ▶ CNP 2000 website:

<https://www.edinfo.state.ia.us/CNP/AppChoice.asp>

Email for passwords

- ▶ Forgotten passwords, that is...
- ▶ `CNP2000@iowa.gov`

Contact E-Mail addresses and phone numbers

- ▶ Main number
515-281-5356
- ▶ Nancy Christensen, Consultant
nancy.christensen@iowa.gov
515-281-5663
- ▶ Or your area consultant